

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

SEASONAL PLANT TECHNICIAN

Full-time, non-exempt positions at 40 hours/week

Term is from approximately April thru October each year (dependent on funding)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of High School Diploma, GED, or Certificate of Completion
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ College transcripts, if applicable
- ☐ Copy of valid, unrestricted Michigan driver's license
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: May 18, 2016

Closing Date: June 2, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

SEASONAL PLANT TECHNICIAN

Full-time, non-exempt positions at 40 hours/week
Seasonal position - April thru October (approximately 28 weeks)
Recurr each year dependent on funding

LOCATION:

KBIC Natural Resources Department
Pequaming, Michigan
(Located 7 miles north of L'Anse)

SUPERVISORY CONTROL: Invasive Species Coordinator

SALARY: Grade 4 (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- High School Diploma, GED, or Certificate of Completion
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
 - Must have one (1) season of experience, which included at least 6 months of position-related experience.
- OR**
- Two (2) years of post-secondary education with courses related to the position.
 - Must be willing to conduct fieldwork in a variety of rugged and remote environmental conditions, including times of inclement weather such as rain, heat or cold.
 - Must have a valid, unrestricted Michigan driver's license and be insurable to operate fleet vehicles. Must be willing to travel.
 - Must be in good physical condition, able to perform strenuous duties for extended periods of time; such as walking with 30 lb backpack over long distances.
 - Must be able to work effectively with professionalism under minimal supervision and in a team environment.
 - Must have good communication and writing skills and possess legible handwriting.
 - Must be able to navigate through forests using a compass, maps and/or GPS.
 - Must be able to pass a written test to become a certified Michigan pesticide applicator (test preparation time will be allowed at the start of the position).
 - Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

- 1) Complete relative training for position when directed and when such training is available. Training may include travel out of town and overnight stays.
- 2) Maintain disciplined and professional work ethic both with minimal supervision and in a team environment. Maintain confidentiality regarding KBIC, Department, and staff related information.
- 3) Responsible for administrative duties such as vehicle logs, following of policies, timesheets, using fax and copier, purchases, meeting attendance, and other general activities.
- 4) Assist staff with propagation and care of plants in raised beds, fields, orchards, and KBIC high tunnel and greenhouse. Responsible for routine plant care; fertilizing, weeding, watering, sowing, and transplanting are examples. Duties may include record keeping for operations and maintenance and care of associated equipment and supplies.
- 5) Assist staff with native plant restoration work using outlined methods at designated sites. Duties may include weeding, chemical application, watering, sowing, planting, and plant identification. Duties may include assistance with plant data plot recording, ground-truthing, plant inventories, and plant materials collection.
- 6) Assist staff with control of invasive plants work using outlined methods at designated sites. Duties will include manual removal and disposal of plant materials and chemical control for which appropriate training and certification is necessary. Biological methods may also be used which would require beetle care. Duties may include record keeping for operations and maintenance and care of associated equipment and supplies.
- 7) Assist staff with outreach and education plans and events to a variety of groups, including KBIC youth program, and will provide for greenhouse or field tours as directed. Assists with coordinated efforts for native plant restoration and use, and invasive plant control efforts with partners.
- 8) Shall perform other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: May 18, 2016

Closing Date: June 2, 2016 at 4:00 pm

Qualification Sheet

Name: _____ POSITION: **Seasonal Plant Technician**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have High School Diploma, GED, or Certificate of Completion. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).

Must have one (1) season of experience, which included at least 6 months of position-related experience. OR Must have two (2) years of post-secondary education with courses related to the position.

Must be willing to conduct routine fieldwork in a variety of rugged and remote environmental conditions, including times of inclement weather such as rain, heat, or cold.

Possess a valid, unrestricted Michigan driver's license and be insurable to drive fleet vehicles. Must be willing to travel.

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Qualification Sheet

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